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**ADP BULLETIN**

Title California Outcome Measurement Service for Prevention Reporting Period of July 1, 2010 through June 30, 2011		Issue Date: May 12, 2010 Expiration Date:	Issue No. 10 - 05
Deputy Director Approval dave neilsen Deputy Director Program Services Division	Function: <input type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input type="checkbox"/> Fiscal <input checked="" type="checkbox"/> Administration <input type="checkbox"/>	Supersedes Bulletin/ADP Letter No. ADP Bulletin 09-04	

PURPOSE

The purpose of this bulletin is to:

1. Inform all counties and providers that the FY 2010-11 version of CalOMS Prevention (Pv) will be available as of **July 6, 2010**.
2. Remind counties and providers of the CalOMS Pv data reporting requirements.
3. Request each county review primary prevention providers currently identified in CalOMS Pv and alert Prevention Services of any additions or deletions for FY 2010-11 by **June 30, 2010**.
4. Remind counties to complete the annual progress reports for Goals and Objectives by **September 30, 2010**.
5. Remind counties to submit their Primary Prevention Mid-Year Budget to the Department of Alcohol and Drug Programs (ADP) by **January 31, 2011**.

DISCUSSION**Discussion of No. 1 pertains to both counties and providers:**

The FY 2010-11 version of CalOMS Pv will be available as of **July 6, 2010**. The CalOMS Pv log-in page located at <https://kitservices2.kithost.net/calomspv> will provide links for both the FY 2009-10 and FY 2010-11 versions of CalOMS Pv as of this date.

Once logged into either version of CalOMS Pv, the fiscal year will be displayed at the very top of the screen. Validations have been integrated into both versions to alert users if the date of service does not correspond to the fiscal year version chosen. This will prevent single and recurring services from inadvertently being entered into the incorrect fiscal year.

Discussion of No. 2 pertains to both counties and providers:

CalOMS Pv data is to be submitted by counties and each of their Substance Abuse



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Prevention and Treatment (SAPT)-funded primary prevention providers. Per the updated Negotiated Net Amount (NNA) contract, services must be reported on a monthly basis.

Data must be reported by the date of occurrence. Weekly aggregated entries for non-demographic data are encouraged and accepted. The “*Aggregated Data Entry Guidelines*” and “*Administrative Time Reporting Guidelines*” are located in the Library within the Knowledge Base Module of CalOMS Pv. Assistance is also available via the CalOMS Pv Help Desk at (916) 552-8933 or CalOMSPvHelp@adp.ca.gov.

The month following the end of the quarter is the time period provided for the county to review, clarify, correct, and release the previous quarter’s data to ADP. It is not a grace period for counties and providers to enter all of the previous quarter’s data. Per the NNA contract, it is the responsibility of all primary prevention-funded counties and providers to adhere to the reporting requirements by submitting and releasing all data in a timely manner.

The reporting periods and due dates are detailed in the following chart:

Fiscal Year	Reporting Period	Due Date for Release of Data to ADP
2010-11	1 st Quarter: 07/01/10 through 09/30/10 data	10/31/10
	2 nd Quarter: 10/01/10 through 12/31/10 data	01/31/11
	3 rd Quarter: 01/01/11 through 03/31/11 data	04/30/11
	4 th Quarter: 04/01/11 through 06/30/11 data	07/31/11

Discussion of No. 3 pertains to counties only:

ADP requires that each county review their primary prevention providers currently identified in CalOMS Pv and alert ADP Prevention Services if any modifications are needed for FY 2010-11. The deadline for submitting modifications is **June 30, 2010**. The report entitled “*County/Provider Profile Report*”, located in the Reports Module → Standard Reports → Administration tab, will generate a list of active providers currently identified in CalOMS Pv.

Current providers that will not be funded with dollars for primary prevention services via the NNA Contract in FY 2010-11 will need to be made inactive. Please send written notification to the CalOMS Prevention Help Desk at CalOMSPvHelp@adp.ca.gov. Identify the county and include the provider identification number and legal entity name for each provider that will no longer need to be included in CalOMS Pv.

Any new providers will need to be assigned a provider identification number before they can be added to CalOMS Pv. Take note: only providers funded with ADP dollars can be assigned provider identification numbers as these numbers link directly to ADP’s Master Provider File. Please do not request a number for a provider that will be receiving all of their funding from sources other than ADP.

To obtain provider identification numbers for new ADP-funded primary prevention providers, please contact Karen Woolley, in the Fiscal Management Branch, at (916) 323-2502 or kwoolley@adp.ca.gov. After the provider identification number has been assigned, please send a request to add the new provider to CalOMS Pv via email, CalOMSPvHelp@adp.ca.gov. Include the county, new provider identification number, and legal entity name in the request.

Discussion of No. 4 pertains to counties only:

Reporting progress on Goals is optional unless the Goal is being completed or cancelled. Reporting progress on Objectives is mandatory. The due date for the FY 2009-10 annual progress reports is **September 30, 2010**.

Any progress reports already input into the FY 2009-10 version of CalOMS Pv will automatically transfer over into the new FY 2010-11 version of CalOMS Pv on July 6, 2010. After the transfer is complete, the Evaluation Module will no longer be available for reporting purposes in the FY 2009-10 version of CalOMS Pv.

To complete the annual progress reports for FY 2009-10, after July 6, 2010, log into the new FY 2010-11 version of CalOMS Pv and proceed to the Evaluation Module.

Discussion of No. 5 pertains to counties only:

The Primary Prevention Mid-Year Budgets are used as a monitoring tool to ensure the following:

- all providers funded in the county budget are reporting CalOMS Pv data
- all providers reporting CalOMS Pv data are identified in the budget
- the funds distributed to each provider within Service Codes 12 – 17 align with the Center for Substance Abuse Prevention strategies reported in CalOMS Pv.

Reviewing the primary prevention mid-year budgets provides the opportunity to identify discrepancies and work with the county during the current fiscal year to ensure funds are accurately identified. This will ultimately lead to fewer discrepancies in the Cost Reports and accurate data for the SAPT Block Grant annual application. The mid-year budgets are not used for audit purposes.

Each county must submit a mid-year budget to ADP by **January 31, 2011**. Additional instructions and templates will be released at a later date.

REFERENCES

Negotiated Net Amount Contract

BACKGROUND

ADP Bulletin – Issue No. 05-04

Prevention Activities Data System

Reporting Period July 1, 2005, through June 30, 2006

Issued: June 22, 2005

ADP Bulletin – Issue No. 06-06

California Outcomes Measurement Service for Prevention
Reporting Period July 1, 2006, through June 30, 2007
Issued: May 22, 2006

ADP Bulletin – Issue No. 07-05
California Outcomes Measurement Service for Prevention
Reporting Period July 1, 2007, through June 30, 2008
Issued: May 24, 2007

ADP Bulletin – Issue No. 08-06
CalOMS Prevention
Reporting Period July 1, 2008 through June 30, 2009
Issued: June 11, 2009

ADP Bulletin – Issue No. 09-02
Requirement for Reporting Primary Prevention Expenditures
Issued: March 17, 2009

ADP Bulletin – Issue No. 09-04
California Outcome Measurement Service for Prevention
Reporting Period of July 1, 2009 through June 30, 2010
Issued: May 18, 2009

QUESTIONS

For questions regarding this bulletin, please contact the CalOMS Pv Help Desk at 916-552-8933 or CalOMSPvHelp@adp.ca.gov. Additional copies of this bulletin may be accessed online via the ADP web site at www.adp.ca.gov or via the Library located in the Knowledge Base Module of CalOMS Pv.

EXHIBITS

None

DISTRIBUTION

County Alcohol and Drug Program Administrators
County Alcohol and Drug Program Prevention Coordinators
County CalOMS Pv Primary Prevention Contacts
CalOMS Pv Primary Prevention Providers
Strategic Local Government Services, LLC
Director's Advisory Council